

**Joy Myke**  
*School Business Administrator*

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Registering for a FREE MySchoolBucks Account:

- 1) You will need your child's name, school, and birthdate.
- 2) Go to the BOCES web site at <http://www.pnwboces.org>
- 3) Click the Students & Parents link.
- 4) Click the Parent Programs & Resources link.
- 5) Click the Food Service Department link.
- 6) Click the MySchoolBucks link OR go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).
- 7) Click REGISTER FOR A FREE ACCOUNT and enter the required information.
- 8) Click FINISH to complete the initial registration process.

Adding Students to Your Account:

- 1) Once you are logged into your new account, click MY HOUSEHOLD from the left-side navigation bar.
- 2) Click LOOK UP YOUR STUDENTS.
- 3) Select your child's school from the drop-down box.
- 4) Enter your child's first name.
- 5) Enter your child's last name.
- 6) Enter your child's date of birth.
- 7) Click FIND STUDENT.
- 8) Click ADD STUDENT.
- 9) Click FINISH or click ADD ANOTHER STUDENT to repeat the process for additional children.

Making a Deposit:

- 1) From the My Household page, click MAKE A PAYMENT.
- 2) Enter the deposit amount for each student account, then click ADD TO BASKET.
- 3) Review the amount(s) you have entered and click CHECK OUT NOW. If you need to adjust an amount click CONTINUE SHOPPING.
- 4) Enter your payment information and click CONTINUE.
- 5) If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click CONTINUE.
- 6) Review your order and make sure all deposits are correct, then click PLACE ORDER.
- 7) Click PRINT ORDER to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- 8) Click FINISH to complete the transaction.

*Service and Innovation Through Partnership*